

EXAM REQUEST FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS DOCUMENT.

EPPP Examination

The Examination for Professional Practice in Psychology (EPPP) is a standardized knowledge-based examination used to assess a candidate's basic knowledge of psychology. This examination is administered in a computerized format.

How to Apply

Approved applicants may apply for the EPPP by submitting a completed *Exam Request Form*. Upon receipt of an *Exam Request Form*, an account will be setup with the exam vendor, and an email will be sent to you inviting you to login and activate your account. The email will contain a link and authorization code that will allow you to access your account, along with instructions on how to complete the activation of your account. You must activate your account within 90 days of receiving the initial email from the exam vendor. Failure to do so will require you to contact the Board, and request that an account recovery email be sent. Once you have activated your account, you will receive additional instructions on how to complete the examination application process and submit the \$600 examination fee to the exam vendor.

How to Request a Re-take

You will be provided with informal notification of your exam results by the exam vendor upon completion of the examination. If you are not successful in passing the EPPP, you may request to re-take the examination by re-registering at www.asppb.net/?page=epppsignup and click on the link entitled "Click Here to Register for the EPPP." Your username and password will be the same as when you initially registered for the examination; there you will need to complete the *Re-Authorization Form*.

However, before registering to re-take the examination, you must wait until you receive your official exam results from the Board. Failure to do so will result in your request for a retake being delayed. Please note that the Board cannot authorize you to sit for another examination until you have re-registered with ASPPB.

Texas Jurisprudence Examination

The Jurisprudence exam is an open-book computerized exam used to assess the candidate's knowledge of applicable laws governing the practice of psychology. This exam is taken online through the Board's website.

How to Apply

Approved applicants may apply for Jurisprudence Exam by submitting the *Exam Request Form*, along with the exam fee to the Board. Upon receipt of your *Exam Request Form* and exam fee, Board staff will authorize you to take the Jurisprudence exam in the online system. Once you have been authorized to take the exam, you must register for the exam through the Board's website. To complete the registration, you will need your Candidate File ID# provided to you previously in the letter approving you to sit for the Board's exams. **Your Candidate File ID# will serve as your File Number when registering for the examination in the online system.**

The Board does not notify candidates once they have been authorized to register for the examination. Thus, you are encouraged to attempt registration on a regular basis following submission of your *Exam*

Request Form and exam fee. Prior to registering for the examination, you are also encouraged to read the *Jurisprudence Examination Brochure* which is available for download from the Board's website. Once you have registered for the exam, you will have 14 days to complete the exam. Failure to complete the exam within 14 days will constitute a failure.

How to Request a Re-take

If you are not successful in passing the exam, you may take it again by filling out and submitting another *Exam Request Form*, along with an additional exam fee. You must also register for the exam again, which will then begin the 14 day period for completing the exam.

Minimum Cutoff Scores

The cutoff scores (i.e. passing scores) for the EPPP and Jurisprudence Exam can be found in Board rule 463.14

Exam Results

Official EPPP scores will be issued by letter, while the official results for the Jurisprudence Exam will be emailed to the examinee upon completion of the exam.

The Board's goal is to process the exam results on a weekly basis, however, employee absence or other agency priorities may lengthen the processing time. Upon completion of an exam, please allow 6 weeks to lapse before contacting the Board regarding the status of your results or licensure status.

Deadline to Complete All Written Exams

Pursuant to Board rule 463.19, applicants must successfully pass all examinations required of them within two years of the date they are approved to sit for the exam. Failure to do so will result in your application going void.

Helpful Resources & Information

The *EPPP Candidate Handbook* is available for download from the ASPPB's website.

<http://www.asppb.net/?page=CandHandbook>

The *Jurisprudence Examination Brochure* is available for download from the Board's website.

<http://www.tsbep.texas.gov/form-bank>



TEXAS STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

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For Agency Use Only

EXAM REQUEST FORM

APPLYING FOR: ☐ Licensed Psychological Associate ☐ Provisionally Licensed Psychologist
☐ Licensed Specialist in School Psychology ☐ Reinstatement of Prior License

Only applicants who have been approved to sit for the Board's written examinations and received a *Letter of Approval to Sit for Board Exams* may submit this form. Individuals who have not received a *Letter of Approval to Sit for Board Exams* should not submit this form or examination fees to the Board.

APPLICANT INFORMATION

Name (Last, First, Middle):

Mailing Address:

☐ Check this box if you wish to change your address of record to the address listed on this form.

D.O.B.:

Phone No.:

Email Address:

Are you requesting a retake? ☐ Yes ☐ No

Candidate File ID No.*:

Entity No.*:

**The Candidate File ID No. and Entity No. may be found on a candidate's Letter of Approval to Sit for Board Exams.*

EXAMINATIONS

Please check the exam(s) you wish to take:

☐ Texas Jurisprudence Examination \$234.00 (\$34 for Qualified Applicants under Board rule 473.2(b))

☐ Examination for Professional Practice in Psychology (EPPP) (No Fee Payable to the Board)

FOR AGENCY USE ONLY

ASPPB ID:

eSS: ☐ 350 ☐ 500

Date Candidate Info.
Entered:

2 Year Expiration Date for
Application:

****IMPORTANT INFORMATION FOR APPLICANTS****

Be sure that your address is current. Correspondence from the Board will not be forwarded. DO NOT CHANGE YOUR NAME ON THIS FORM. Name changes must be done in accordance with Board rule 461.6.

EPPP Examination:

You must enter an email address on this form so that a testing account can be setup with the exam vendor. Failure to provide an email will delay your ability to sit for the exam.

Following submission of this form, please allow 10 business days for processing before contacting agency staff regarding authorization-to-test for the EPPP exam.

Jurisprudence Examination:

Following submission of this form and exam fee, please allow 10 business days for staff to authorize your taking the Jurisprudence exam with the online vendor.

Please do not contact the Board inquiring about authorization to take an exam during these time periods.

Signature:

Date:

Return this completed form and the examination fee to the address listed above.